



Department:	Development Services
Bargaining Unit:	SEIU
Salary Range:	E-35
Last Revision:	June 2019

DEVELOPMENT SERVICES TECHNICIAN

DEFINITION

Under direct supervision of the Development Services Director, the Development Services Technician provides paraprofessional services in support of the Development Services Department. These duties may include accepting and reviewing discretionary zoning permit, public works permits and building permit applications, in addition to all planning and engineering submittals calculating and collecting fees, maintaining databases and GIS, preparing reports of development activities, and providing procedural and policy information to the public at the counter, by email, and by telephone.

SUPERVISION EXERCISED

Exercises no supervision

DISTINGUISHING CHARACTERISTICS

This class is an entry level classification in the City's development review (planning, building and engineering) series requiring appropriate specialized training with little or no job-related experience. It differs from the next higher classification of Assistant Planner or Assistant Engineer in that incumbents work under the close supervision of and in support of a professional or higher level administrative staff being delegated assignments with defined scope. Work assignments are subject to detailed and frequent review.

Successful performance in this class requires the ability to interpret, explain and apply complex zoning, engineering and building codes and regulations, calculate fees, use a variety of computer programs, and to deal successfully with developers, contractors, property owners, and the general public in face-to-face situations at the counter and over the phone.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The following duties are performed personally, in cooperation with the Development Services Director, Planning Manager, City Engineer, Code Enforcement Supervisor or Building Official and/or in coordination with other City staff and community groups. Additional duties may be assigned.

Provide public assistance at the front counter and answer telephone and email inquiries regarding planning, zoning, engineering and building permit related matters. Assist and direct the public to

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appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, costs, and other related matters.

Research and compile background data; perform routine administrative projects for department personnel; prepare independent reports; maintain records and files regarding department activities.

Work with professional staff members in analyzing and evaluating factual data; acquire familiarity with, and an understanding of, the basic principles and practices of municipal planning, zoning and building permit issuance; take lead in processing and issuance of various minor, over-the-counter, and less complex planning, engineering and building permits.

Use personal computers to create, maintain and use computer software related to word processing documents, data bases, Geographic Information System (GIS), and spreadsheets for use in analyzing and displaying information.

Update maps and prepare exhibits, using GIS and other systems.

Process a variety of zoning/building/construction permits and applications for permits in an efficient and timely manner; insure that all necessary approvals are obtained.

Review submitted plans and applications for completeness, accuracy and code compliance; verify that appropriate signatures, required calculations, and scales/dimensions are included.

Inform contractors and owner/builders of procedure for securing a planning, engineering or building permit; outline submission requirements, necessary documentation, engineering standards, building codes, permit regulations, and zoning ordinances.

Calculate and receive fees. Issue and/or oversee issuance of zoning, planning and engineering fees.

Maintain permit records and files and prepare detailed reports. Track permits and their status on computer software system.

Sort and file documents and records maintaining an alphabetical index and cross reference files; maintain office records related to planning, engineering, building inspection and code enforcement.

Serve as the official proofreader for the Development Services Department on any and all staff reports that are submitted for City Council and Planning Commission meetings.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles of planning, zoning, engineering, code enforcement and building functions with regard to regulation of land use development in compliance with applicable codes.

Use of GIS analysis and mapping techniques.

Techniques of displaying and interpreting statistical data by charts, graphs and reports.

Fundamental mathematics.

Local regulatory approval steps in regards to land development.

Skill to:

Dealing tactfully and effectively with personnel from other agencies, public officials, other employees and the public.

Providing outstanding customer satisfaction (internally and externally).

Use of common office software including Microsoft Office and GIS/AutoCAD.

Reviewing all planning and engineering submittals to ensure completeness.

Reading and writing, in particular, proofreading of staff reports for the City Council.

Operate a motor vehicle safely.

Ability to:

Prepare graphics such as those necessary for public review of land use proposals.

Review and analyze proposals submitted as to technical compliance and workability.

Review all planning and engineering submittals to ensure completeness and accuracy.

Write and communicate concisely and effectively in addition to peer review of staff reports and resolutions.

Establish and maintain effective working relationships with those contacted in the course of the work.

Understand and carry out oral and written instructions.

Organize and prepare clear and concise reports in a non-bureaucratic style.

Exercise responsibility to work with limited direction.

Work in a team environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skill, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six months of municipal or closely related planning, zoning and/or building permit review/plan check experience. Additional planning or building experience may be substituted for up to one-half of the required education.

Experience in automated databases and GIS/AutoCAD is highly desirable.

Education:

Possess an Associate degree or equivalent from an accredited college with emphasis in the field of city planning, environmental studies, building construction technology, geography, computer Geographic Information Systems (GIS) and database use and maintenance, architecture, public administration, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license. Including a safe driving record.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 70 pounds; exposure to noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: June, 2019